

**NATIONWIDE JOB OPPORTUNITY AIR NATIONAL GUARD ACTIVE
GUARD/RESERVE (AGR) JOB VACANCY**

**STATE OF WYOMING MILITARY DEPARTMENT
Office of the Adjutant General
5800 Central Avenue
CHEYENNE, WYOMING 82009-3320**

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities is included in this announcement.

Position Title:	Flight Services Specialist
Announcement No:	15-A341
Opening Date:	01 July 2015
Closing Date:	18 August 2015
Minimum Grade Auth:	E-5
Maximum Grade Auth:	E-7
DUTY SSI/MOS/AFSC:	1C771 (Must currently possess a 1C771 AFSC to be eligible to apply)
Security Clearance:	SECRET
Apptitude Area Scores:	Minimum score of 40 in the Mechanical <u>and</u> a minimum score of 50 in the General area of the ASVAB
Unit/Duty Location:	153 Operations Support Squadron, Cheyenne, Wyoming
Female Asg Elig:	Females are eligible to apply
Nominating Official:	Lt Col Jeremy Schaad, Air Operations Officer, 187 AS
Selecting Official:	SMSgt CodiAnn Moritz, Flight Services Manager, 153 OSS
Area of Consideration:	This vacancy announcement is open to current members of the Wyoming Air National Guard and those eligible to transfer to the Wyoming Air National Guard.

2. Qualification Requirements: Individual must possess at least a **SECRET clearance prior to submitting package to HRO and provide documentation with application.** Must be medically and physically qualified under AFI 48-123 and meet fitness and weight standards under AFI 36-2905. Compliance with AFI 36-2903 is mandatory. Must meet eligibility criteria as prescribed in ANGI 36-101. Female applicants selected for AGR positions must be tested for pregnancy within 30 days preceding initial entry into the AGR program. Pregnancy precludes entry on AGR status.

3. Initial AGR tour is probationary and will not exceed 6 years. Follow-on tour lengths may be from 1 to 6 years based on the needs of the command. Extension beyond the initial tour is contingent upon recommendation by the Commander and final approval by the Adjutant General.

4. This position will be filled as soon as possible after closing. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment

will be made to any applicant prior to a review of qualifications by the Human Resources Office. All notifications of selection are conditional until verification of security clearance, medical clearance, and approval of HRO Form 100 determinations have been completed by HRO (Policy Memorandum 12-40 Employment of Relatives within the Wyoming Military Department).

POSITION DESCRIPTION

Provides preflight briefings to military and civilian aircrews, including those of foreign governments and civilian contractors on CONUS/International Civil Aviation Organization (ICAO) flight plans. Furnishes pilots with full range of necessary information pertinent to planning and completing their intended flight safely and assists them in making preflight decisions and calculations when required. Reviews and evaluates proposed flight plans for technical accuracy and compliance with USAF, FAA, DOD and ICAO directives. Ensures flight plan information is in proper format prior to processing plans into the FAA flight planning Aeronautical Information System (AIS).

Performs quality control on proposed flight plans with aircrews and provides special briefings to pilots of civilian and non-DOD government aircraft on flight planning procedures. Briefs aircrews on air traffic control, noise abatement, and Bird Aircraft Strike Hazard (BASH) procedures to include special departure procedures, radar departures, communications requirements, and airfield conditions and restrictions. Ensures aircrews are briefed on Foreign Clearance Guide requirements for OCONUS flight operations.

Briefs pilots on alternate airfields' facilities, status and limitations of navigational aids, restricted areas, radio frequency changes, call letters, airfield obstructions, and other information necessary to accomplish the flight safely. Recommends revision and/or changes to flight plans as appropriate. Provides taxi, run-up, and takeoff information. Obtains and coordinates Pilot Report (PIREP) information to appropriate agencies related to mission profiles. Briefs Notices to Airmen (NOTAMS) as required prior to all flights. Provides flight following as required on all flight plans. Initiates special actions and /or precautions when VIPs, hazardous cargo, and air evacuation flights are involved. Maintains, issues, and destroys classified and COMSEC material for unit and transient aircraft.

Through the use of air-to-ground communications, communicates with pilots in flight with information regarding flight plans; clearances; advisories on local, enroute, and destination airfield conditions; messages; and other data effecting safety of flight. Coordinates with Federal Aviation Administration (FAA), Air Route Traffic Control Center (ARTCC), Radar Approach Control (RAPCON) and control Tower on all flight plan changes. Provides special flight following services based on weather elements, airfield conditions, and aircraft characteristics. Sends and receives notifications of inbound and outbound air traffic including emergencies with FAA and local authorities. Schedules and coordinates use of military special use airspace/facilities including air refueling areas, military operating areas, and landing and drop zones.

Determines appropriate action in implementing emergency, Quick Reaction Checklist (QRCs), and operations plans. Activates secondary crash phone network for aircraft

accidents, and in-flight and ground emergencies. Evaluates seriousness of incidents and notifies proper agencies. Initiates communications search for overdue and unreported military aircraft, and upon confirmation, implements search and rescue procedures. Conducts anti-hijacking procedures during passenger processing activities. Coordinates response activities with air traffic control and crash and rescue agencies and supports local authorities. Operates FAA flight planning communications equipment for input of flight plans, receiving arrival/departure messages, making queries concerning overdue aircraft and notifying the appropriate authorities. Monitors primary crash phone system, and activates and transmits emergency information on secondary crash circuits as required.

Is subject to Air Traffic Systems Evaluations IAW applicable Air Force, MAJCOM, and NGB directives. This includes individual testing, performance certification, and program management assessment. Inspections and tests are conducted by the Flight Standards Branch (the same unit that inspects the Control Tower).

Inspects or ensures the inspection of ANG tarmac parking and Federal taxi ways daily (or more often as required) for such flying safety hazards as: foreign object debris, violations of lateral clearance criteria, and hazards to landing, take-off, taxiing or parking areas. These inspections focus on condition of taxiways, aprons, and ramps, and the operational status of airfield lighting systems and arresting systems. Monitors repairs and construction projects for ANG property as they affect operations of the airdrome. Initiates and cancels NOTAMs on airfield facilities/conditions. Maintains current NOTAM file IAW governing directives and other required flight information and aeronautical publications. Measures aircraft braking action on runway and taxiways and prepares information for entry on the weather sequence. Coordinates local drop zone activities with base flying units and Air Traffic Control agencies. Processes reports of adverse public reactions in accordance with applicable directives. Disseminates severe weather warnings to base activities.

Will perform all other duties as assigned. |

INITIAL ELIGIBILITY REQUIREMENTS

- 1. Must be a current member of the Wyoming Air National Guard or be eligible to transfer to the Wyoming Air National Guard.**
2. Individuals must meet Physical Fitness Standards. Air applicants must provide a printed copy of the electronic "Report of Individual Fitness" form dated within 12 months as of the closing date of the announcement, reference AFI 36-2905. Physical Fitness Training and Testing will be ongoing.
3. Air National Guard members must meet the physical qualifications outlined in AFI 48-123. Medical exam must be completed within 48 months prior to entry on AGR Tour. HIV test cannot be more than six (6) months old prior to the tour start date.
4. Must meet any Special Requirements as specified on Position Description.
- 5. Must currently possess a 1C771 to be eligible to apply.**
6. Failure to obtain and maintain a SECRET security clearance will result in removal from the AGR program.
7. Air National Guard members on the Fitness Improvement Program (FIP) are ineligible for entry into the AGR Program. This does not include the probationary period after the

- loss of weight to satisfy standards. Members must meet the weight requirements at the time they are placed in the AGR program.
8. Selected individual must extend/re-enlist for a period equal to or greater than the initial tour end date.
 9. Must not have been previously separated for cause from active duty.
 10. **Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Overgrade applicant must indicate in writing, willingness to be administratively reduced in grade when assigned to the position.**
 11. Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.
 12. IAW ANGI 36-101, paragraph 2.2.1.2, applicant should be able to complete 20 years of active federal service prior to reaching Mandatory Separation Date. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation date, must complete the Statement of Understanding contained in Attachment 3 of ANGI 36-101. Exceptions may be considered by The Adjutant General on a case-by-case basis for exceptional circumstances.
 13. Members must remain in the position to which initially assigned/reassigned for a minimum of 24 months. (The TAG may waive this requirement after selection).

INSTRUCTIONS FOR APPLYING

Individuals may apply by submitting documents to:

**Wyoming Military Department
Human Resources Office - AGR
5800 Central Avenue
Cheyenne, WY 82009-3320**

The following forms and documents are required and must be current as of the closing date of the announcement. Applicants must type or print in legible dark ink and **SIGN AND DATE** each application. Along with the required forms, applicants may attach additional documents such as DD Form 214, Completion of Training certificates, Letters of Recommendations/Endorsement, etc. **Applications not containing the required forms will not be considered or forwarded to the selecting supervisor.**

- **Cover letter**
- **Resume.**
- **NGB Form 34-1 Application for Active Guard/Reserve (AGR) Position dated 11 November 2013:** Form may be found using the following url: http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm. Provide continuation paper as needed; **pay particular attention to Section IV and the requirement to fully explain "yes" answers; form must be signed and dated.** A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1. **Form must be signed and dated.**
- **Documented Current Fitness Test Results** dated within 12 months as of the closing date of the announcement.

- **Current Report of Individual Personnel (RIP):** Obtained from your unit, vMPF, or the Force Support Squadron. **Must show ASVAB Test Scores and verification of security clearance level.**
- **Current Point Credit Accounting Report System (PCARS):** Obtained from your unit, vMPF, or the Force Support Squadron. ***Active Duty Applicants: Submit the equivalent form of an AF 1613-Statement of Service.***
- **Last three EPRs:** If three EPRs are not available, the Airman must include a letter of recommendation or performance from the military command.
- **SF 181:** Ethnicity and Race Identification Form
- **Over grade applicants must indicate in writing, willingness to be administratively reduced in grade when assigned to the position in application packet.**

NOTE: It is the responsibility of the individual Airman applying for a full time position to ensure their personnel records are complete and up to date, and to ensure all basic qualifications noted in the description of duties are met. We may elect to not consider any waiver, to include medical.

SPECIAL REQUIREMENTS

- **Must be a current member of the Wyoming Air National Guard or be eligible to transfer to the Wyoming Air National Guard.**
- **Must possess 1C771 AFSC to be eligible to apply.**
- **Must be willing to work alternate work schedules that coincide with base flying operations due to mission requirements.**
- **Must have completed NCOA to be eligible to apply (IAW AWI 90-101).**
- Ability to obtain and maintain a **SECRET** Security clearance.
- Must have knowledge of the organization and mission of the Air National Guard.
- The selectee will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Acceptance of permanent or indefinite position may cause termination from the Selected Reserve Incentive Program (SRIP).
- Use of government envelopes and/or postage for personal use is strictly prohibited.
- Applications must be received in HRO by close of business on the closing date of the announcement.
- Faxed/emailed applications will not be accepted **except for deployed individuals.**
- Do not submit applications in file folders, binders, etc...
- Applications will not be returned.

Incomplete applications will not be considered. It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates. It is the applicant's responsibility to ensure the data provided is accurate and complete.

The Military Department of Wyoming is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, national origin, sex, political affiliation, or any other non-merit factor.

Human Resources office Point of Contact: SSG Adrienne Gibbs, (307) 772-5943, SSG Katie Upton (307) 772-5227 or CW3 Nathan Galloway, (307) 772-5220 / E-Mail: ng.wy.wyarnng.list.org-jobs@mail.mil

General Reference on HRO Hiring Procedures:
[Wyoming Military Department General Merit Placement & Promotion Plan](#)

Position: 009682851L

FHSW-13E100

AGR Position– 622242